



23 March 2020

Kia Ora Whānau

Jacinda Adern, our Prime Minister, has today shifted New Zealand to Alert Level 4 in our country's attempts to fight Covid-19. This means that school will be closed as from Tuesday 24 March 2020. We will however, be present on Tuesday 24 March and Wednesday 25 March, to provide the required support just for the children of identified essential service employees, e.g. doctors, nurses, police (to be confirmed once released). Our school will be closed to all students from midnight Wednesday 25 March 2020.

In response to this announcement, we outline our Home Learning System below for the remainder of Term 1.

SPOTLIGHT: ROTOTUNA PRIMARY SCHOOL HOME LEARNING SYSTEM

We are very fortunate at Rototuna Primary School to already have a comprehensive home learning system in place. This is called **SPOTLIGHT**. SPOTLIGHT is **free** for all our students to access. All students have individual log-ins to their SPOTLIGHT dashboard. If your child cannot remember their log-in, please email your child's classroom teacher.

OUR ACTIVATION PLAN FOR HOME LEARNING

SPOTLIGHT will be the online portal that **ALL** teachers at Rototuna Primary School will use to continue learning and contact with students from home.

DURING TERM TIME, teachers will:

- Assign goals to each student in reading, writing and maths weekly
- Upload extra daily follow up activities for each group in reading, writing and maths, where relevant
- Upload appropriate online texts for students to read, where relevant
- Assign goals for the Rototuna Learner Competencies, with appropriate tasks to achieve at home
- Assign blog assignments/challenges connected to other learning areas
- Connect IXL modules to goals, where relevant
 - Only students with IXL subscriptions will be able to access the IXL link
- Provide regular feedback to students via SPOTLIGHT when students upload evidence
- Ensure that each student always has a reading, writing and maths goal assigned, taking into account each individual student's pace of learning
- Provide daily email contact with parents as a group and respond to individual parents as appropriate

DURING TERM TIME, students can:

- Complete online activities connected to each goal
- Practice using their new learning each day
- Complete online follow up activities
 - Students can do this on a piece of paper and then take a photo of it to upload as evidence for each goal
 - Students can do an oral video and upload
 - Students can also write a comment that
- Upload evidence for each goal (uploading evidence cannot be done through the parent app)
- Do extra online research or learning in relation to their goal
- Write every day
- Read a book

DURING TERM TIME, parents can:

- Support your child to access SPOTLIGHT daily
- Support your child to practice using their new learning
- Add feedback on SPOTLIGHT celebrating your child's effort and completed learning tasks
- Keep in touch with your child's teachers via email with any queries
 - You can email to ask for more goals to be assigned for your child
 - You can email to ask for clarification around a goal.

Support documents for parents

- You can find teachers email addresses via our SchoolApp under **Contacts**
 - To download our app refer to our website under the SchoolApps tab
- You can find SPOTLIGHT **HOW TO** videos and a SPOTLIGHT **OVERVIEW** on our Rototuna Primary School Website under the GENERAL tab:
<https://www.rototunaprimarieschool.nz/>

**SPOTLIGHT HOW TO
Videos for Parents**

Spotlight Overview

We hope this communication reassures you that while our school is shut down, disruption to learning in the priority curriculum areas of reading, writing and maths for your children can be minimised through your child's engagement with SPOTLIGHT.

During this time, let us be guided by our core values:

Manaaki: be kind, caring, be understanding, and look after each other

Kaitiaki: keep everyone safe and be respectful

Rangatira: communicate, care about everyone's safety and wellbeing, follow guidelines and a reminder that you are all leaders

Wairua: take care of your wellbeing, connect from a distance, rest on your time off, and do things that uplift you, talk to each other and your whanau

Whānau: we will get through this together, stay united and be act like whanau

Thank you for your support during these unprecedented times. Stay safe whanau,

Ngā mihi,

James, Kylie, Stacey and Tina
Senior Leadership Team